

## GOVERNANCE COMMITTEE MINUTES

### Governance Committee

3:15 – 5:00 pm, July 25, 2013

Joe R. Williams Building, 700 W. State Street, First Floor

**Committee Members present:** Debra Parsons, Denise Wetzel, Shiloh Blackburn, TeRonda Robinson, Dave Dekker, Raul Enriquez

**Council Members absent:** Jacquie Watson, Dona Butler

**Guest:** Jennifer Hannah, Human Resources Manager, DHW

**Staff:** Marilyn Sword

### Welcome and Announcements

Everyone was welcomed and there were no changes to the agenda

### Election of Committee Chair

Denise nominated Debra Parsons to serve as Chair of the committee; seconded by TeRonda. Motion approved by acclamation.

### Minutes

The minutes of April 25 were reviewed and no changes made. Denise moved to adopt the minutes as presented. Second by Dave. Motion carried unanimously.

### Conference Funding Reports

The committee reviewed the reports submitted by Amy Yardley (Autism One Conference), Kathie Benjamin (Boise Sensory conference) and Mary Eich Curran (Boise Sensory Conference). The committee had funded both Kathie and Mary to attend the same conference since they were from different communities (Victor, Boise) with the potential to share with diverse and different audiences. Members were particularly impressed with Kathie's report as complete and easy to understand.

There were no new conference funding requests.

## Executive Director recruitment

Marilyn presented a plan she had drafted with timelines for the recruitment to fill the Executive Director position upon Marilyn's retirement. It includes an announcement on the website of the Idaho Division of Human Resources, a posting with the National Association of Councils on Developmental Disabilities, and an ad in the Idaho Statesman that includes a month-long posting on Career Builder, a national job posting site. Marilyn is working closely with Jennifer Hannah in Human Resources at the Department of Health and Welfare to assist with this process. Jennifer provided input during the discussion of the process.

Committee members reviewed the plan and made some modifications as follows:

- 7/25-8/15 Applications reviewed and ineligible applicants eliminated from further consideration
- 8/12 – 8/16 Jennifer conduct phone screens with remaining applicants
- 7/29-8/16 Interview questions finalized (a draft was distributed at this meeting)
- 8/20 Governance Committee meet via conference call to review applications remaining after screening; decide which to recommend for interviews
- 9/10 or week of 9/16 Interview panel interview semi-finalists; finalists identified
- 9/24 or 10/1 Finalists make presentations to full Council in special session

This timeline would hopefully allow a new Director to be on board at the fall Council meeting on October 24-25. The special meeting of the full Council would allow all members to participate in the decision regarding hiring which is consistent with the policy governance model of operating that the Council uses. There was discussion of who would serve on the interview panel and it was tentatively decided that it would be Denise Wetzel, Shiloh Blackburn, Jim Baugh and Julie Fodor. This would provide parent and self advocate perspectives plus involvement of the Council's two sister organizations, DRI and CDHD.

Marilyn will provide application information to all committee members in advance of the conference call. She and Jennifer will participate as needed. Marilyn will also contact Jim and Julie to coordinate their schedule with a date for

the interviews. Jennifer will follow up with the remaining applicants recommended by the Governance Committee to schedule interviews.

The meeting adjourned at 5:10 pm

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